

DATE: January 31, 2007
TO: School District Superintendents and Administrators
FROM: Julie Oberle, Public School Finance
SUBJECT: 2007-2008 School Calendars

The 2007-2008 School Calendar forms and Calendar Manual are available on the School Support Services website at www.sde.idaho.gov/finance/calforms.asp. Calendars may be easier to complete if legal sized paper is used when printing. You do not need to color-code the calendars as has been done in the past.

Complete only as many calendars as are appropriate. For example,

- If all of your elementary grades 1-6 will have the **exact** same schedule and amount of instructional hours and minutes per day, use the 4-8 calendar, crossing out grades 4-8 and inserting grades 1-6 into the title.
- If all of your secondary grades 7-12 will have the **exact** same schedule and amount of instructional hours and minutes per day, use the 9-12 calendar, crossing out grades 9-12 and inserting grades 7-12 into the title.

Complete a separate kindergarten calendar for each kindergarten schedule within each building. Indicate on each calendar whether the regular daily schedule is AM, PM or Full Day. *Please do not include your AM and PM kindergartens on the same calendar.* For schedules with less than 5 days per week, be sure to mark all days not in session with the Holiday/Vacation symbol (e.g., full day every other day).

When recording the number of hours of instruction per session or day, please convert to a decimal format. For example, a five hour and ten minute day would be reported as 5.167 hours (5 hours plus 10 minutes/60 minutes = 5.167 hours). A two hour and 35 minute day for kindergarten would be reported as 2.583 hours. Converting to decimal simplifies the calculations on lines three and six. Round to three decimal places.

Any day with less than a full day of instruction is a shortened session and should be recorded in the box at the bottom of the calendar (i.e. early dismissal before a holiday, parent/teacher conferences, staff development, teacher prep/grading times). If your school has scheduled staff development on a regular basis, please summarize in the box at the bottom of the calendar. Also, please convert the shortened hours to a decimal format. Examples are shown below.

Shortened Days/Staff Development

Date	Shortened Instructed Hours	Staff Development Hours
Every Friday	96 Hours	112 Hours
10/4/07	0	8.0 Hours
11/21/07	3.667 Hours	0
TOTAL	99. 667 Hours	120 Hours

Every Friday 3.0 hours of instruction and 3.5 hours of staff development
(32 Fridays x 3.0 = 96) (32 Fridays x 3.5 = 112)

10/4/07 8 hours of staff development

11/21/07 3 hrs 40 minutes of instruction - Early release

Please remember:

- **Include a copy of your school's proposed school calendar with your SDE calendars**
- More detailed instructions can be found in our calendar manual on our website at www.sde.idaho.gov/finance/calforms.asp.
- Call me at 332-6842 or email me at jaoberle@sde.idaho.gov if you have any questions, no matter how small your question may seem. We want to make this process as simple as possible for you.
- Instructional time does not include passing time, recess, lunch breaks, etc.
- Staff development does not include teacher work days, teacher prep time, parent/teacher conferences
- School Finance must be notified (via email or mail) of modifications/changes made to the calendar
- Calendars are due no later than May 15th
- Mail calendars to State Dept. of Education, Public School Finance, PO Box 83720, Boise, ID 83720-0027

Please complete one calendar for each Kindergarten schedule. Indicate the daily regular schedule for this calendar: ☐ AM Schedule ☐ PM Schedule ☐ Full Day Schedule

If full day schedule, indicate days of regular schedule: _____

QUESTIONS? See our calendar manual online at www.sde.idaho.gov/finance/calforms.asp or call 332-6842.

2007

JULY

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MARCH

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DECEMBER

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SEPTEMBER

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JANUARY

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OCTOBER

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- ☒ Holiday/Vacation (Use this symbol to show all days not in session)
- ☐ First & Last Days of School

- ☐ Shortened Session
- ☐ Staff Development

Decimal Equivalent

1. Number of hours of instruction per **daily regular** session:
(REQUIRED: _____ Hrs. _____ Min.)

2. Number of **regular** sessions of instruction planned:

3. Total number of **regular** session hours of instruction:
(Line 1 x Line 2)

4. Number of hours of instruction for **shortened sessions**:
(Total from below.)

5. Total hours of **staff development**: (Total from below.)
(Up to 11 hours per session.)

6. Total hours of instruction planned during 2007-2008:
(Lines 3 + 4 + 5)

7. State **minimum** hours required for **Kindergarten** students:
- _____ Hrs.

_____ Hrs.

_____ Hrs.

_____ Hrs.

_____ Hrs.

450 Hrs.

Shortened Sessions/Staff Development

Date	Shortened Sessions Instructed		Staff Development	
	Hours/Minutes	Decimal Equivalent	Hours/Minutes	Decimal Equivalent
Total				

(Line 4 Above)

(Line 5 Above)

Name of Contact for Calendar

Phone Number

QUESTIONS? See our calendar manual online at www.sde.idaho.gov/finance/calforms.asp or call 332-6842.

2007 JULY					NOVEMBER					MARCH				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6				1	2	3	4	5	6	7
9	10	11	12	13	5	6	7	8	9	10	11	12	13	14
16	17	18	19	20	12	13	14	15	16	17	18	19	20	21
23	24	25	26	27	19	20	21	22	23	24	25	26	27	28
30	31				26	27	28	29	30	31				
AUGUST					DECEMBER					APRIL				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
		1	2	3	3	4	5	6	7		1	2	3	4
6	7	8	9	10	10	11	12	13	14	7	8	9	10	11
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18
20	21	22	23	24	24	25	26	27	28	21	22	23	24	25
27	28	29	30	31	31					28	29	30		

2008 SEPTEMBER					JANUARY					MAY				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7		1	2	3	4				1	2
10	11	12	13	14	7	8	9	10	11	5	6	7	8	9
17	18	19	20	21	14	15	16	17	18	12	13	14	15	16
24	25	26	27	28	21	22	23	24	25	19	20	21	22	23
					28	29	30	31		26	27	28	29	30
OCTOBER					FEBRUARY					JUNE				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5					1	2	3	4	5	6
8	9	10	11	12	4	5	6	7	8	9	10	11	12	13
15	16	17	18	19	11	12	13	14	15	16	17	18	19	20
22	23	24	25	26	18	19	20	21	22	23	24	25	26	27
29	30	31			25	26	27	28	29	30				

☒ Holiday/Vacation Day (Use this symbol to show all days not in session)

☐ First & Last Days of School

☐ Shortened Day

☐ Staff Development

Decimal Equivalent

1. Number of hours of instruction per **regular** day:
(REQUIRED: _____Hrs. _____Min.)

_____ Hrs.

2. Number of **regular** days of instruction planned:

3. Total number of **regular** hours of instruction:
(Line 1 x Line 2)

_____ Hrs.

4. Number of hours of instruction for **shortened days**:
(Total from below.)

_____ Hrs.

5. Total hours of **staff development**: (Total from below.)
(Up to 22 hours)

_____ Hrs.

6. Total hours of instruction planned during 2007-2008:
(Lines 3 + 4 + 5)

_____ Hrs.

7. State minimum hours required for **Grades 1 - 3**:

810 Hrs.

Shortened Days/Staff Development

Date	Shortened Days Instructed		Staff Development	
	Hours/Minutes	Decimal Equivalent	Hours/Minutes	Decimal Equivalent
Total				

(Line 4 Above)

(Line 5 Above)

QUESTIONS? See our calendar manual online at www.sde.idaho.gov/finance/calforms.asp or call 332-6842.

2007 JULY					NOVEMBER					MARCH				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6				1	2	3	4	5	6	7
9	10	11	12	13	5	6	7	8	9	10	11	12	13	14
16	17	18	19	20	12	13	14	15	16	17	18	19	20	21
23	24	25	26	27	19	20	21	22	23	24	25	26	27	28
30	31				26	27	28	29	30	31				
AUGUST					DECEMBER					APRIL				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
		1	2	3	3	4	5	6	7		1	2	3	4
6	7	8	9	10	10	11	12	13	14	7	8	9	10	11
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18
20	21	22	23	24	24	25	26	27	28	21	22	23	24	25
27	28	29	30	31	31					28	29	30		

2008 SEPTEMBER					JANUARY					MAY				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7		1	2	3	4				1	2
10	11	12	13	14	7	8	9	10	11	5	6	7	8	9
17	18	19	20	21	14	15	16	17	18	12	13	14	15	16
24	25	26	27	28	21	22	23	24	25	19	20	21	22	23
					28	29	30	31		26	27	28	29	30
OCTOBER					FEBRUARY					JUNE				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5					1	2	3	4	5	6
8	9	10	11	12	4	5	6	7	8	9	10	11	12	13
15	16	17	18	19	11	12	13	14	15	16	17	18	19	20
22	23	24	25	26	18	19	20	21	22	23	24	25	26	27
29	30	31			25	26	27	28	29	30				

- ☒ Holiday/Vacation Day (Use this symbol to show all days not in session)
- ☐ First & Last Days of School

- ☐ Shortened Day
- Staff Development

Decimal Equivalent

1. Number of hours of instruction per **regular** day:
(REQUIRED: _____Hrs. _____Min.)

_____Hrs.
2. Number of **regular** days of instruction planned:

3. Total number of **regular** hours of instruction:
(Line 1 x Line 2)

_____Hrs.
4. Number of hours of instruction for **shortened days**:
(Total from below.)

_____Hrs.
5. Total hours of **staff development**: (Total from below.)
(Up to 22 hours)

_____Hrs.
6. Total hours of instruction planned during 2007-2008:
(Lines 3 + 4 + 5)

_____Hrs.
7. State minimum hours required for **Grades 4 - 8**:

900 Hrs.

Shortened Days/Staff Development

Date	Shortened Days Instructed		Staff Development	
	Hours/Minutes	Decimal Equivalent	Hours/Minutes	Decimal Equivalent
Total				

(Line 4 Above)

(Line 5 Above)

2007-2008 SCHOOL CALENDAR

GRADES 9 - 12

*USE IF CALENDARS

VARY AMONG BUILDINGS

CAUTION! Do not include grade 12 students on this calendar unless they have the EXACT same calendar as grades 9-11. (For many districts, the last day of school for seniors is several days prior to the official last day of school for the district.)

QUESTIONS? See our calendar manual online at www.sde.idaho.gov/finance/calforms.asp or call 332-6842.

2007														
JULY					NOVEMBER					MARCH				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6				1	2	3	4	5	6	7
9	10	11	12	13	5	6	7	8	9	10	11	12	13	14
16	17	18	19	20	12	13	14	15	16	17	18	19	20	21
23	24	25	26	27	19	20	21	22	23	24	25	26	27	28
30	31				26	27	28	29	30	31				
AUGUST					DECEMBER					APRIL				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
		1	2	3	3	4	5	6	7		1	2	3	4
6	7	8	9	10	10	11	12	13	14	7	8	9	10	11
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18
20	21	22	23	24	24	25	26	27	28	21	22	23	24	25
27	28	29	30	31	31					28	29	30		
					2008									
SEPTEMBER					JANUARY					MAY				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7		1	2	3	4				1	2
10	11	12	13	14	7	8	9	10	11	5	6	7	8	9
17	18	19	20	21	14	15	16	17	18	12	13	14	15	16
24	25	26	27	28	21	22	23	24	25	19	20	21	22	23
					28	29	30	31		26	27	28	29	30
OCTOBER					FEBRUARY					JUNE				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5					1	2	3	4	5	6
8	9	10	11	12	4	5	6	7	8	9	10	11	12	13
15	16	17	18	19	11	12	13	14	15	16	17	18	19	20
22	23	24	25	26	18	19	20	21	22	23	24	25	26	27
29	30	31			25	26	27	28	29	30				

- ☒ **Holiday/Vacation Day** (Use this symbol to show all days not in session)
- ☐ **First & Last Days of School**

- ☐ **Shortened Day**
- ☐ **Staff Development**

Decimal Equivalent

1. Number of hours of instruction per **regular** day:
(REQUIRED: _____ Hrs. _____ Min.)

_____ Hrs.
2. Number of **regular** days of instruction planned:

3. Total number of **regular** hours of instruction:
(Line 1 x Line 2)

_____ Hrs.
4. Number of hours of instruction for **shortened days**:
(Total from below.)

_____ Hrs.
5. Total hours of **staff development**: (Total from below.)
(Up to 22 hours)

_____ Hrs.
6. Total hours of instruction planned during 2007-2008:
(Lines 3 + 4 + 5)

_____ Hrs.
7. State minimum hours required for **Grades 9 - 12**:

990 hrs.

Shortened Days/Staff Development

Date	Shortened Days Instructed		Staff Development	
	Hours/Minutes	Decimal Equivalent	Hours/Minutes	Decimal Equivalent
Total				

(Line 4 Above)

(Line 5 Above)

DO NOT USE THIS CALENDAR TO REPORT GRADES 9-11 INSTRUCTIONAL HOURS!
Idaho Code 33-512(1)(f) allows the instructional time requirement for grade 12 students to be reduced by up to 11 hours. Use this calendar if your grade 12 students' instructional hours differ from your grade 9-11 students. For example, if your seniors are released May 30, but all other students go until June 6, use this calendar for your grade 12 students.

QUESTIONS? See our calendar manual online at www.sde.idaho.gov/finance/calforms.asp or call 332-6842.

2007 JULY					NOVEMBER					MARCH				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6				1	2	3	4	5	6	7
9	10	11	12	13	5	6	7	8	9	10	11	12	13	14
16	17	18	19	20	12	13	14	15	16	17	18	19	20	21
23	24	25	26	27	19	20	21	22	23	24	25	26	27	28
30	31				26	27	28	29	30	31				
AUGUST					DECEMBER					APRIL				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
		1	2	3	3	4	5	6	7		1	2	3	4
6	7	8	9	10	10	11	12	13	14	7	8	9	10	11
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18
20	21	22	23	24	24	25	26	27	28	21	22	23	24	25
27	28	29	30	31	31					28	29	30		
2008 SEPTEMBER					JANUARY					MAY				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7		1	2	3	4				1	2
10	11	12	13	14	7	8	9	10	11	5	6	7	8	9
17	18	19	20	21	14	15	16	17	18	12	13	14	15	16
24	25	26	27	28	21	22	23	24	25	19	20	21	22	23
					28	29	30	31		26	27	28	29	30
OCTOBER					FEBRUARY					JUNE				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5					1	2	3	4	5	6
8	9	10	11	12	4	5	6	7	8	9	10	11	12	13
15	16	17	18	19	11	12	13	14	15	16	17	18	19	20
22	23	24	25	26	18	19	20	21	22	23	24	25	26	27
29	30	31			25	26	27	28	29	30				

☒ Holiday/Vacation Day (Use this symbol to show all days not in session)

☐ First & Last Days of School

☐ Shortened Day

☐ Staff Development

Decimal Equivalent

1. Number of hours of instruction per **regular** day:
(REQUIRED: _____Hrs. _____Min.)

2. Number of **regular** days of instruction planned:

3. Total number of **regular** hours of instruction:
(Line 1 x Line 2)

4. Number of hours of instruction for **shortened days**:
(Total from below.)

5. Total hours of **staff development**: (Total from below.)
(Up to 22 hours)

6. Total hours of instruction planned during 2007-2008:
(Lines 3 + 4 + 5)

7. State minimum hours required for **Grades 12**:
- _____ Hrs.

_____ Hrs.

_____ Hrs.

_____ Hrs.

_____ Hrs.

979 hrs.

Shortened Days/Staff Development

Date	Shortened Days Instructed		Staff Development	
	Hours/Minutes	Decimal Equivalent	Hours/Minutes	Decimal Equivalent
Total				

(Line 4 Above)

(Line 5 Above)

Name of Contact for Calendar

Phone Number

